

## **Employee Checklist for Benefits Fairs**

### **1) Human Resources Table**

- Pick up and review 2004 information packet

### **2) Medical**

The City of Riverside will offer three new Blue Cross options and two Kaiser options. Please visit both vendors for plan information for 2004. If you currently have GWL-One Health Plan you will need to choose a new provider for 2004.

- Blue Cross Packet Received
- Kaiser Packet Received
- Turn enrollment changes into Human Resources, no later than 11/30/2003

### **3) Dental**

The City of Riverside currently offers two dental plans through Delta Dental. Stop by the Delta table for updates on the two plans.

- Delta DPO packet received
- Deltacare DHMO packet received
- Turn enrollment changes into Human Resources, no later than 11/30/2003

### **4) Deferred Compensation**

There are changes to amounts you can contribute into your 457 Deferred Compensation account. Do you want to change your contribution amount? Change investments? Contribute the maximum allowed? See your Deferred Compensation Representative today.

- Complete changes for 2004

### **5) 125 Flexible Spending Account**

Can you benefit from pretax medical expenses or day care expenses? Stop by the TRIAD table and find out.

- Packet received and reviewed.
- Turn enrollment form into Human Resources, no later than 11/30/2003

### **5) Life Insurance/AD&D/Long Term Disability**

Stop by and see Standard Life to obtain information on your life insurance and long-term disability.

### **6) Testing**

- Flu Shot
- Glucose Testing
- Cholesterol Testing
- Body Testing

### **8) Employee Assistance Program (EAP)**

Stressed out after visiting all of the vendors? Flu shot got you down? Stop by EAP and grab some candy!

**Remember to pick up raffle tickets and turn into Human Resources before you leave!  
Please put your name and extension on each ticket!**